KABA®

Key registration

en

User manual

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1 Introduction

1.1 Some information regarding the security of locking systems

We wanted to provide you with a few basic facts below regarding the security of our locking systems.

1.1.1 What is a registered locking system?

A registered Kaba locking system is protected against unauthorised reordering of keys or cylinders by a security card. Only the person who owns the security card can authorise an order or grant authorisation to additional people for the reordering of cylinders and keys, management of keys etc.

1.1.2 What is a security card?

All new Kaba locking systems are supplied together with a security card, which, together with the previous functions, also enables the system owner to manage his/her locking system online and to generate repeat orders (possible via a specialist partner) online via the order system.

Basic group cards (BG)

This security card is held by the proprietor and authorises all rights on the locking system.

Subgroup cards (SG)

We send the subgroups to the system administrator (address according to the basic card registry office). The subgroup is only able to see and manage one part of the key.

The security card replaces the key registration certificate or the signature card. Systems that are protected by a key registration certificate or a signature card are not

automatically transferred to the security via the security card. You can, however, request this change using the relevant form on our website www.kaba.ch.

Note: If more than one key registration certificate is available for this system, the transfer can only take place if all the other certificates are also transferred to the security card.

1.1.3 Found keys

We request that you send all found keys to the following address. Registered found keys will be returned to the owner immediately.

Kaba AG
Found keys
Postfach
8620 Wetzikon

Kaba AG does not pass on information regarding found keys. We are, however, obligated to disclose information regarding found keys to official bodies such as the police.

1.1.4 Contact person

Your contact partner with regard to security documents and the registration of your locking system is your specialist partner.

You will find the contact details for our specialist partners at **www.kaba.ch** / **Sales & Support** / **Serach specialist partner** or on the **Registration portal** on the **homepage**.

2 Information regarding registration

2.1 Advantages of registering on the online portal

By registering your locking system via the online partner, you can configure the security settings of your locking system yourself. You decide who is allowed to repeat order keys and cylinders by handing out the access data.
Thanks to the security settings, unauthorised people are not given any opportunity to order keys for your locking system.

In addition, you are able to authorise additional people, such as property owners, to manage keys from one part of the property/building project independently or together with you.

In addition, we are able to return found keys for the system concerned and without time-consuming explanations directly to the registered owner of the system.

Moreover, you are able to print out key plans and key and cylinder lists free of charge (only possible with the basic group card).

2.2 Reordering keys

Repeat orders can only be placed by an authorised Kaba specialist partner. The specialist partner can place his/her orders via the Kaba portal in the online order system.

In order for your specialist partner to place an order, he/she requires the key plan number and the card code of your locking system. If you have set an additional security element (questions/answers, password, TAN), you must, of course, inform your specialist partner of the necessary information.

We are able to deliver the material to a separate delivery address, however invoicing must be carried out via your Kaba specialist partner.

2.3 Procedure for a change of owner

In cases of a sale of the property, a change of ownership of the locking system must also take place.

For this purpose, the security card is handed over to the new owner together with the security settings. We recommend that the purchaser resets all information immediately and creates new security settings.

If you have no internet access, your specialist partner can make the abovementioned amendments for you.

3 Registration of locking systems

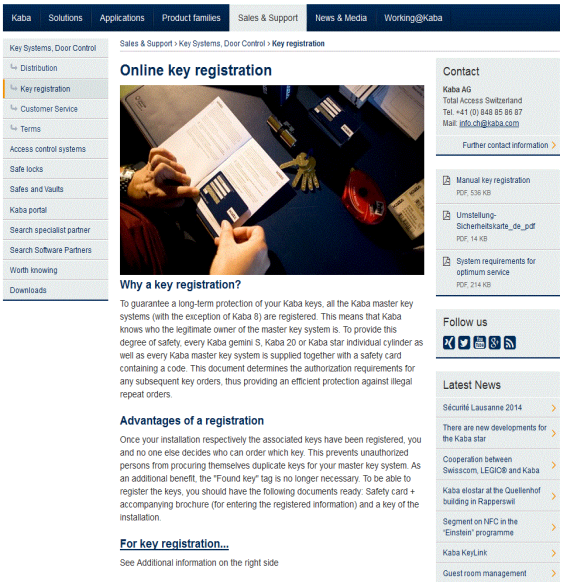
After installation of your locking system, you will receive a security card from your specialist partner, which will enable you to register your locking system online.

If you have no internet access, contact your specialist partner. He/she will gladly carry out registration of the system for you.

3.1 Registration portal access

An information page is accessed via the internet (www.kaba.ch - Registering a key), which provides initial information on the topic. By clicking the line **For key registration**, you are sent to the basic registration menu, please have the following documents ready:

- your personal security card.
- one key from your locking system to verify the registered number.
- the supplied security booklet to record the registered information. Please transfer all the information from the card, together with the stored information, to the security booklet (page 4) or print out the data under "Registration data printout".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Solutions
Applications
Product families
Sales & Support
News & Media
Working@Kaba
Key Systems, Door Control
Distribution
Key registration
Customer Service
Terms
Access control systems
Safe locks
Safes and Vaults
Kaba portal
Search specialist partner
Search Software Partners
Worth knowing
Downloads
Sales & Support › Key Systems, Door Control › Key registration
Online key registration
Why a key registration?
To guarantee a long-term protection of your Kaba keys, all the Kaba master key systems (with the exception of Kaba 8) are registered. This means that Kaba knows who the legitimate owner of the master key system is. To provide this degree of safety, every Kaba gemini S, Kaba 20 or Kaba star individual cylinder as well as every Kaba master key system is supplied together with a safety card containing a code. This document determines the authorization requirements for any subsequent key orders, thus providing an efficient protection against illegal repeat orders.
Advantages of a registration
Once your installation respectively the associated keys have been registered, you and no one else decides who can order which key. This prevents unauthorized persons from procuring themselves duplicate keys for your master key system. As an additional benefit, the "Found key" tag is no longer necessary. To be able to register the keys, you should have the following documents ready: Safety card + accompanying brochure (for entering the registered information) and a key of the installation.
For key registration...
See Additional information on the right side
Contact
Kaba AG
Total Access Switzerland
Tel. +41 (0) 848 85 86 87
Mail: info.ch@kaba.com
Further contact information
Manual key registration
PDF, 536 KB
Umstellung-Sicherheitskarte_de_pdf
PDF, 14 KB
System requirements for optimum service
PDF, 214 KB
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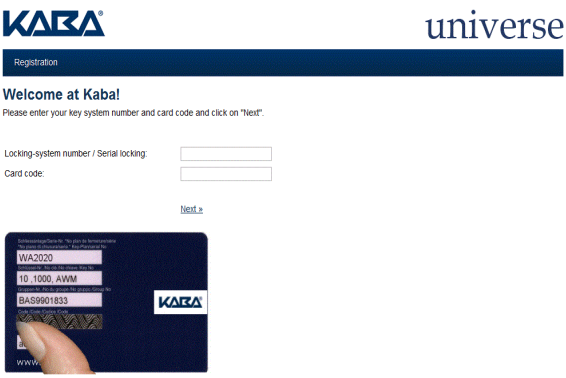
Kaba elostar at the Quellenhof building in Rapperswil
Segment on NFC in the "Einstein" programme
Kaba KeyLink
Guest room management

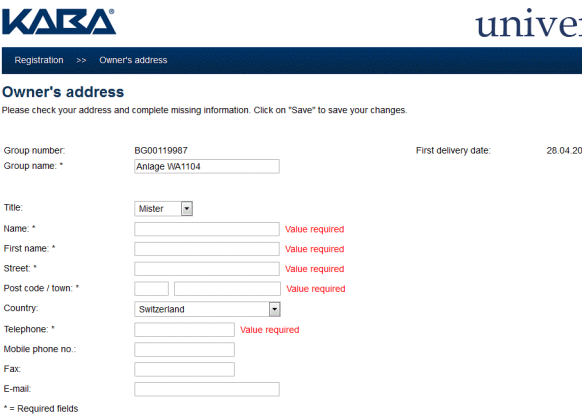
Then enter your locking system number and the card code and click Next.



The card code is located on the area of the card that must be scratched off.

When you log in for the first time, you will be asked to enter your contact details. Correct recording of the proprietor's address is one of the most important elements of the registration.

The information is recorded so that we are able to return found keys to the correct owners, amongst other reasons.

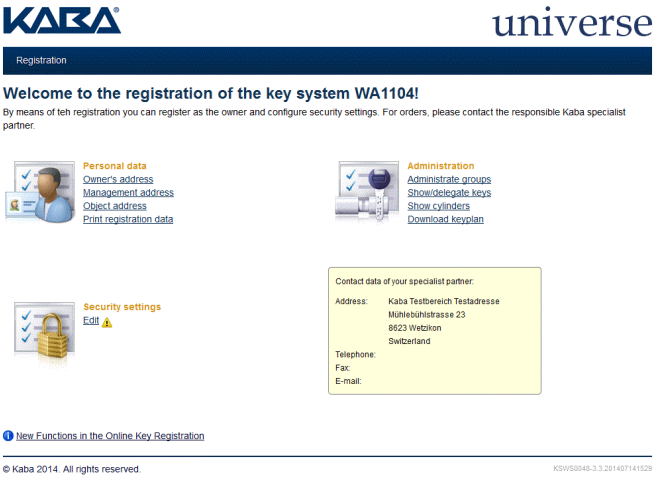


Note: If the group number on the card begins with BG, do not change the group name as the system number is obvious. If you own a card with the group number SG, the group name **must** by changed as saving is not possible otherwise.

After **Save** and **Next**, you are forwarded to the homepage.

4 Homepage

You are now on the registration system homepage which is divided into three main topic areas. **Personal data**, the **Security settings** area and the **Administration** area. You will also find the address for your specialist partner here.



4.1 Personal data

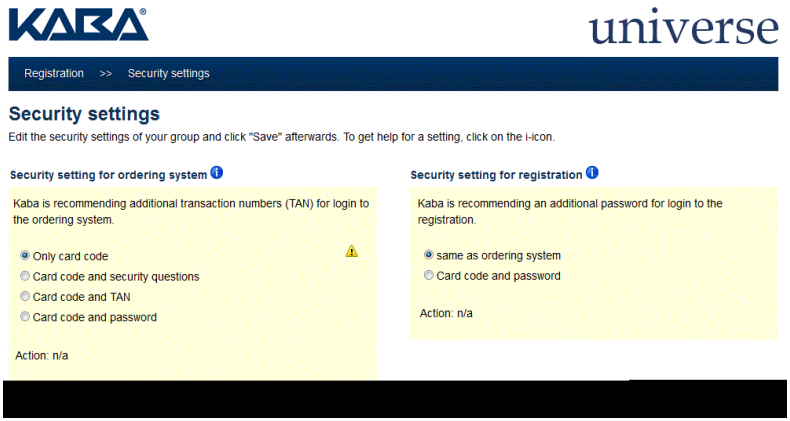
In the personal data area, you are able to change the **Owner's** and **Management** and **Object addresses**. You also have the option to **print out your registration data** here.

Note: If the object address is changed, the data in the plan is also changed with Kaba.

4.2 Security settings for order system

In this area, you are able to determine how access to the ordering system should be protected within the specialist partner portal. To be able to order components for your locking system, the specialist partner must, in future, log in with the security element you set for this area.

You have a choice between the following four security settings.


KABA
universe
Registration >> Security settings
Security settings
Edit the security settings of your group and click "Save" afterwards. To get help for a setting, click on the i-icon.
Security setting for ordering system
Kaba is recommending additional transaction numbers (TAN) for login to the ordering system.
Only card code
Card code and security questions
Card code and TAN
Card code and password
Action: n/a
Security setting for registration
Kaba is recommending an additional password for login to the registration.
same as ordering system
Card code and password
Action: n/a

Only card code:

The specialist partner will log in using the locking system number and the card code.

Card code/security questions:

You can provide up to 3 questions and the corresponding answers. In addition to the locking system number and card code, the specialist partner must answer your questions correctly.

Card code/TAN:

You generate a new TAN list. Your specialist partner is only able to log in if he/she enters the locking system number, the card code and a TAN number that has not yet been used.

Print the TAN list out and store it in a safe place.

After you have entered the security settings, you must **save** them.

Note: We recommend that you generate a PDF document via the command. This can be stored electronically and subsequently forwarded to your specialist partner via email.

Once only one TAN number remains, you are not able to order any additional repeat keys. The system will display the message:
Only one TAN available! Please use the group administration area to generate a new TAN list.

If a TAN list already exists and you generate a new one, the codes on the existing list become invalid.

Card code/password:

You set a password. The specialist partner logs in using the locking system number and the card code, and must also enter the correct password.

Note: Online help is available via the i icon.

4.3 Security settings for registration

You select either the same security settings for logging in to the registration portal as for logging in to the order system or you can log in in future using only the key plan number, the card code and a password.

4.4 Administration

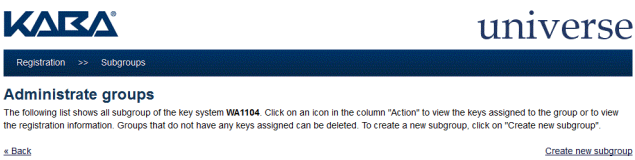
4.4.1 Managing subgroups

You have the option of authorising one or several subgroups and managing one part of the key to your locking system independently.

This may be useful for example in a block of flats with multiple owner-occupier flats. Each property owner can, as a subgroup, manage his/her key himself/herself and reorder via a specialist partner.

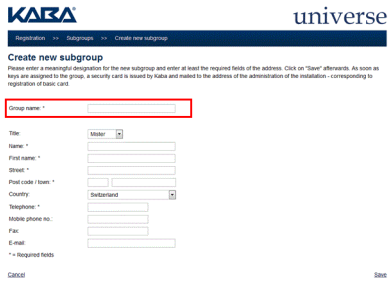
Once you have allocated keys to the newly created subgroup, the system administrator (address according to the basic card registry office) will be sent the security card – the subgroup card (group no. SG)

4.4.2 Creating new subgroups


KABA
universe
Registration >> Subgroups
Administrate groups
The following list shows all subgroup of the key system WA1104. Click on an icon in the column "Action" to view the keys assigned to the group or to view the registration information. Groups that do not have any keys assigned can be deleted. To create a new subgroup, click on "Create new subgroup".
« Back
Create new subgroup

To create a subgroup, click on the **Administration** area, select **Manage subgroups** and then **Create new subgroup**.

Enter an informative name for the new subgroup and complete at least the compulsory address fields.


KABA
universe
Registration >> Subgroups >> Create new subgroup
Create new subgroup
Please enter a meaningful designation for the new subgroup and enter at least the required fields of the address. Click on "Save" afterwards. As soon as keys are assigned to the group, a security card is issued by Kaba and mailed to the address of the administration of the installation - corresponding to registration of basic card.
Group name: *
Title:
Mister
Name: *
First name: *
Street: *
Post code / town: *
Country:
Switzerland
Telephone: *
Mobile phone no.:
Fax:
E-mail:
* = Required fields
Cancel
Save

Then click on "Save". Once the group has been allocated keys, a security card is issued by Kaba and is always delivered to the system administrator (address according to the basic card registry office).

The administrator of the subgroup can now log in as the system owner. However, the administrator can only manage the locking system keys assigned to him/her.

4.4.3 Deleting subgroups

You can delegate back all keys from the subgroup card to the basic group card. The subgroup is then empty and can be deleted using the basic group card. The subgroup card can be discarded if necessary.

4.4.4 Displaying/delegating keys

Using the command "Display/delegate keys" in the Administration area, you can allocate keys to newly created or existing subgroups.

Note: Please note the difference between the commands Copy and Delegate detailed below.

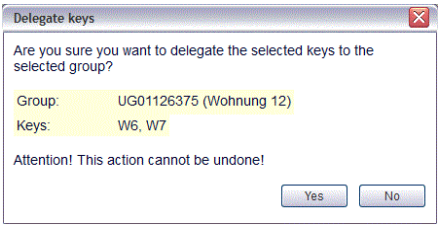
Copying:

The subgroup retains the right to manage its assigned keys and reorder via the specialist partner. The system owner, however, also holds the authorisation to manage the keys and is able to reorder where necessary.

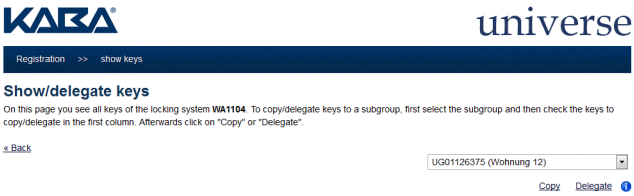
Delegating:

If you delegate keys, they can only be managed and reordered by the appropriate subgroup. For the system owner to retain the right to manage the keys, they must be delegated back from the subgroup. Information on how to delegate keys back can be found under Point 4.4.5.

Please note the warning notification below!


Delegate keys
Are you sure you want to delegate the selected keys to the selected group?
Group: UG01126375 (Wohnung 12)
Keys: W6, W7
Attention! This action cannot be undone!
Yes
No

Example: Subgroup UG01126375 (Flat 12) retains the right to manage and repeat order keys W6 and W7. To implement this, mark the keys concerned and then click **Copy** or **Delegate.**

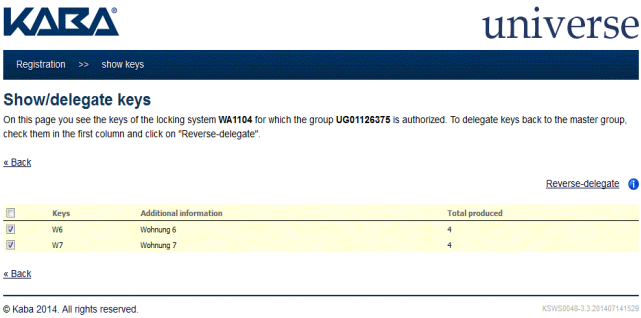

KABA
universe
Registration >> show keys
Show/delegate keys
On this page you see all keys of the locking system WA1104. To copy/delegate keys to a subgroup, first select the subgroup and then check the keys to copy/delegate in the first column. Afterwards click on "Copy" or "Delegate".
« Back
UG01126375 (Wohnung 12)
Copy
Delegate

If you call up the Display/delegate keys function again, you will see that the key concerned has been delegated to the subgroup.

4.4.5 Delegating back keys

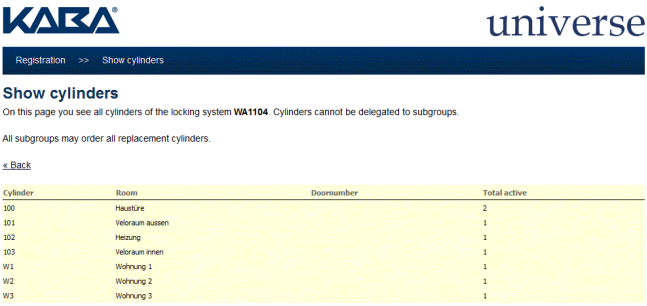
Delegated keys can only be managed by the corresponding subgroup. If the system owner wishes to manage and reorder the keys himself/herself, the corresponding keys must be delegated back to the subgroup.

The subgroup must login using the subgroup card (SG) code. Then mark and delegate back the desired key under **Administration** - **Display/delegate keys**. The keys are no longer visible to the subgroup. The empty subgroup cards can be deleted using the basic subgroup card.



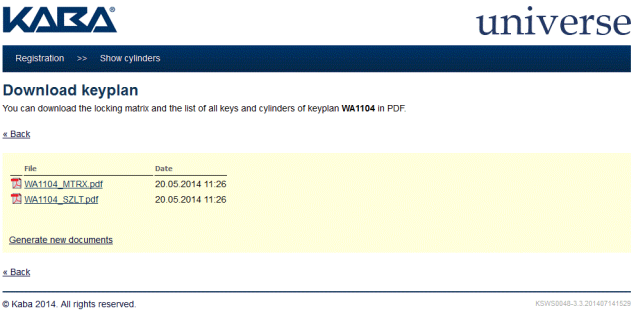
4.4.6 Displaying cylinder

In comparison to the keys, cylinders cannot be delegated to subgroups. All subgroups are able to reorder all cylinders.



4.4.7 Key plan downloads

Using the basic group card, you are able to download the key plan for the system concerned in PDF format and create new documents in this area.



Note: We recommend that you initially create new documents so that you always have the current key plan data.

5 Signing out

In the interest of the security of your locking system and in order to correctly lock data processing, we recommend that you always log out of the registration portal using the log out button.

6 FAQ - Questions and answers

6.1 Lost security card! What to do if you lose a key.

Please complete the application form for a new security card. This is available on our homepage **www.kaba.ch - Sales & Support - Downloads - Forms and other appliances**

6.2 Lost TAN list

See point 6.1

6.3 Forgotten password

See point 6.1

6.4 Forgotten answer to security question

See point 6.1